

DE - 101

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ES 74-7

5 August 1974

MEMORANDUM FOR: See Distribution

1. Examination of thirty recent issues of the Director's Daily Journal reveals that internal correspondence is running more than two to one in favor of information versus action memoranda. Additionally, a cursory content analysis of many of the FYI memoranda destined for the Director suggests that many could be handled with him orally.
2. The above suggests that my memorandum of 24 August 1973 (ES 73-4) may bear repeating:

There are a great many Memorandums of Conversation, Memorandums for Information, and Memorandums for the Record being sent to Mr. Colby. I am not suggesting that important material be withheld, but offer the alternative that you eliminate some by summary mention of the topic at a Morning Staff Meeting or in the course of an appointment with Mr. Colby.



B. C. Evans
Executive Secretary

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STA

MEMORANDUM FOR:

BCE

[Handwritten initials]

A rough estimate of in-house mail shows a little more than 2 to 1 in favor on info over action memos. I will go over another time frame Monday to see if there is much difference from these figures which are for June.

David

5-July
(DATE)